

U.S. Department of Energy

DOE F 4220.2 (May 16, 2006) supersedes all former editions.

SMALL BUSINESS REVIEW

1. PR No.	
2. Procurement Title/Brief Description	
3. Business Information NAICS Code _____ Size Standard _____ Estimated Contract Value \$ _____	
4. Program Element Code And Title	5. Procuring Activity Code And Title
7 a. PR Initiator (Name, Code, & Phone)	
6 a. Acquisition History (Business Type) <input type="checkbox"/> Large Business <input type="checkbox"/> Non-8(a) SDB <input type="checkbox"/> Small Business <input type="checkbox"/> WOSB <input type="checkbox"/> 8(a) <input type="checkbox"/> HUBZone <input type="checkbox"/> SDVOSB	6 b. Acquisition History (Solicitation Type) <input type="checkbox"/> Full And Open Competition <input type="checkbox"/> Set-Aside <input type="checkbox"/> Federal Supply Schedules (FSS) <input type="checkbox"/> Sole Source <input type="checkbox"/> Other
7 b. Contract Specialist (Name, Code, & Phone)	
8. Small Business Participation Was Considered In The Preparation Of This Procurement, And The Following Is Recommended: <input type="checkbox"/> Small Business Set-Aside _____ %; \$ _____ <input type="checkbox"/> 8(a) Program Set-Aside _____ %; \$ _____ <input type="checkbox"/> HUBZone Set-Aside _____ %; \$ _____ <input type="checkbox"/> SDVOSB Set-Aside _____ %; \$ _____	
9. If Sole Source, Designate Preference Activity (Attach J.O.F.O.C. Per Instructions). <input type="checkbox"/> Large Business <input type="checkbox"/> Small Business <input type="checkbox"/> Other	
10. If Set-Aside Is Not Feasible Place An "X" In The Appropriate Box (es), And Attach Supporting Narrative. (a) <input type="checkbox"/> No Reasonable Expectation of Receiving Offers From Two Or More: <input type="checkbox"/> Small Businesses <input type="checkbox"/> 8(a) Concerns <input type="checkbox"/> HUBZones <input type="checkbox"/> SDVOSBs (b) <input type="checkbox"/> Facility Management Contract (e.g. M&O) (c) <input type="checkbox"/> Directed By Statute (Provide Citation No. And Attach Supporting Narrative) <u>Citation No.:</u> _____ (d) <input type="checkbox"/> FSS Acquisition (e) <input type="checkbox"/> Other	
11. Contracting Officer's Recommendation (Attach Supporting Narrative Per Instructions) _____ Name _____ Signature _____ Date _____ Phone _____ e-mail _____	
12. Small Business Program Manager's Review <input type="checkbox"/> Concurrence <input type="checkbox"/> Nonconcurrence (Attach Recommendation And Supporting Narrative) Name _____ Signature _____ Date _____ Phone _____ e-mail _____	
13. SBA-PCR or SBA District SB Specialist Review (Procurements Valued Greater Than The Simplified Acquisition Threshold) <input type="checkbox"/> Concurrence <input type="checkbox"/> Nonconcurrence (Attach Recommendation And Supporting Narrative) <input type="checkbox"/> Provided Recommended Sources Name _____ Signature _____ Date _____ Phone _____ e-mail _____	
14. OSDBU Review (Procurements Valued Greater Than \$3.0 Million) <input type="checkbox"/> Concurrence <input type="checkbox"/> Nonconcurrence (Attach Recommendation And Supporting Narrative) <input type="checkbox"/> Provided Recommended Sources Name _____ Signature _____ Date _____ Phone _____ e-mail _____	

General Instructions: Completion of DOE F 4220.2 (May 16, 2006) is required for procurements with estimated values exceeding the simplified acquisition threshold (see FAR 2.101).

- Block No. 1 Provide the Procurement Request (PR) Authorization number.
- Block No. 2 Describe items/services to be acquired.
- Block No. 3 Enter the North American Industry Classification System (NAICS) code; the small business size standard in terms of annual receipts, employee number, etc.; and the estimated contract value including options. Refer to 13 CFR 121.402 and <http://www.sba.gov/size/sizetable2002.html> and <http://www.bls.gov/bls/naics.htm>.
- Block No. 4 Enter the lead program element responsible for the requirement.
- Block No. 5 Enter the name of the contracting office that will award the contract/order.
- Block No. 6 If requirement was previously procured, enter in Block No. 6a, the type of business that was awarded the contract/order and enter in Block No. 6b, how the business was solicited.
- Block No. 7 Enter the name, organizational code, and phone number of the PR Originator in Block No. 7a. Enter the name, organizational code, and phone number of the Contract Specialist in Block No. 7b.
- Block No. 8 If Small Business participation was considered, enter the percent of the work and corresponding estimated dollar value including options. Refer to FAR 6.203(a), 19.808-1, 19.501(a) through (d), 19.502-2, 19.502-3, 19.1305, and 19.1405. Note: The 8(a) Program also includes awards to Alaskan Native Corporations (ANCs) and Native American tribally-owned SB concerns (ref. FAR 26.101, and 13 CFR 124.506) and the Small Business Administration (SBA)'s Mentor-Protégé Program (ref. 13 CFR 124.520, and 13 CFR 124.513). SBA Joint Ventures with SB concerns are sanctioned pursuant to limitations of 13 CFR 121.103 and should be applied to proper preference activity.
- Block No. 9 If the solicitation method was recommended as sole source, attach the *Justification For Other Than Full And Open Competition* signed by the Program Manager and Contracting Officer (reference FAR 6.303-1, FAR 19.1306, and 19.1406).
- Block No.10 Pursuant to FAR 19.202-1, Small Businesses shall be afforded equitable opportunities to compete for all contracts they can perform consistent with the Government's interest. If Small Business set-aside is not feasible, place an "X" in the appropriate box(es) and attach a narrative supporting your selection(s). Refer to FAR 8.4 and 8.405-5(b) for placing task orders under Federal Supply Schedules (FSS).
- Block No. 11 If the Contracting Officer does not recommend that the procurement be reserved for small business concerns, then the Contracting Officer must "document why a small business set-aside is inappropriate..." (See FAR 19.501(e)).
- Block No. 12 The DOE Small Business Program Manager (SBPM) shall complete this block to ensure that the information in Block No. 3 is correct and to indicate concurrence or nonconcurrence with the Contracting Officer's recommendation. A narrative is required if SBPM does not concur.
- Block No. 13 The SBA's Procurement Center Representative (PCR) or SBA's District Office Small Business Specialist shall complete this block for all procurements valued greater than the simplified acquisition threshold. Pursuant to FAR 19.402, the SBA may assign PCRs to contracting activities to carry out SBA's policies and programs. If an SBA PCR or SBA District Small Business Specialist is not available in your area, contact the Office of Small and Disadvantaged Business Utilization (OSDBU) which will refer the matter to SBA (ref. FAR 19.401 (b)).
- Block No. 14 Completion of this block is required for procurements valued greater than \$3.0 million and have not been reserved exclusively for Small Business participation. Procurement packages for OSDBU review must include supporting procurement documentation consisting of the PR, DOE F 4220.2 (May 16, 2006) executed through Block No. 13, draft RFP, acquisition plan, and narratives from the Contracting Officer, Small Business Program Manager, Procurement Director, and the SBA PCR or SBA District Small Business Specialist.

Special Instructions:

- (1) One copy of a fully executed DOE F 4220.2 (May 16, 2006) must be included with the contract file.
- (2) Submit one copy of a fully executed DOE F 4220.2 (May 16, 2006) (of procurements reviewed by the OSDBU) to the OSDBU.